KY VIRTUAL UNIVERSITY

Date: _____

This document is designed to be used as a resource for developing on-line courses.
 This form may be used by any of the following:

● Instructors may use it to help build their course.
● Peer reviewers may use it to offer feedback to the Instructor.
● Institutions may use it as part of a course development approval process.

Course Information:

Course Title: _____ Course Code/Number: _____

Instructor: _____ Institution: _____

Course History:

Term(s) Taught: _____
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Special Notes/Comments:

Course:_____

SECTION	LISTED IN COURSE			NOTES/COMMENTS
	Yes	No	N/A	
Welcome Page **(Announcement Page in Blackboard)**				
Course Title	○	○	○	
Course Number	○	○	○	
Course Section	○	○	○	
Course Description	○	○	○	
Prerequisite Courses	○	○	○	
Instructor and Contact Information	○	○	○	
Navigation Instructions (How to move around course)	○	○	○	
Where to go Next Instructions (What happens when course starts)	○	○	○	
Request students e-mail you on Day 1	○	○	○	
Link to Help Desk or KYVU Call Center	○	○	○	
Links to Major Course Activities (Calendar, Content, Syllabus, Forum, Tests etc.)	○	○	○	

Course:_____

SECTION	LISTED IN COURSE			NOTES/COMMENTS
	Yes	No	N/A	

Syllabus

SECTION	Yes	No	N/A	NOTES/COMMENTS
Complies with Institutional guidelines and is complete	○	○	○	
Instructor introduction is provided (text, photograph, video)	○	○	○	
Textbook information is included (title, author, publisher, date, and ISBN)	○	○	○	
Other materials listed with descriptions of how they may be obtained	○	○	○	
Grading criteria are listed.	○	○	○	
Alternate plans & responsibilities in the event of technical difficulties are stated	○	○	○	
Frequency and timing of participation expectations are stated and described	○	○	○	
Required on-campus sessions are identified and scheduled (students will need to plan for these events)	○	○	○	
Technology requirements are described (including special software and hardware required for course work)	○	○	○	
Instructor office hours are listed and convenient for students with various schedules	○	○	○	
Phone number is listed for instructor/ student consultation	○	○	○	
E-mail address is listed and Instructor explains their response time	○	○	○	
Institutional term information is shown (course start/end dates, withdraw dates, etc.)	○	○	○	

Course:_____

SECTION   LISTED IN COURSE   NOTES/COMMENTS

                                   Yes   No   N/A

Course Calendar

	Yes	No	N/A	Notes/Comments
A schedule of course activities is listed	○	○	○	
Institutional term information is listed (course start/end dates, withdrawal dates, etc.)	○	○	○	
Dates for units, assignments, activities and tests are shown	○	○	○	

Course:_____

SECTION	LISTED IN COURSE			NOTES/COMMENTS
	Yes	No	N/A	

Assessment

	Yes	No	N/A	NOTES/COMMENTS
Opportunity for student to self-assess potential for success in on-line course	○	○	○	
Methods and plans for student assessment are described	○	○	○	
Proctored tests, if required, are identified and explained	○	○	○	
Instructions that allow students to identify remote test sites/proctors are shown	○	○	○	
Assessment methods demonstrate achievement of learning outcomes and competencies for the course	○	○	○	
Testing schedule is complete yet flexible to accommodate various student schedules	○	○	○	
Assignment submission instructions are provided and describe acceptable file/ software formats	○	○	○	
Feedback procedures of assessment are described (posting grades in gradebook or how critiques of assignments are returned)	○	○	○	
Evaluation forms/process exist for assessing student satisfaction with services	○	○	○	
Evaluation instruments are available for assessing quality of instruction	○	○	○	

Course:_____

SECTION	LISTED IN COURSE			NOTES/COMMENTS
Student Services	Yes	No	N/A	
Students can purchase or acquire all course materials on-line. (lab kits, CDs, videotapes, reading packet, etc.)	○	○	○	
Academic advising services are available on-line or via toll-free phone with evening and weekend hours	○	○	○	
Financial aid services are available on-line or via toll-free phone with evening and weekend hours	○	○	○	
Career counseling services are available on-line or via toll-free phone with evening and weekend hours	○	○	○	
Link(s) to institutional distance education resources are posted within course	○	○	○	
An institutional distance education contact is listed, with contact information, within course	○	○	○	
Any required tutorial/learning support re-sources and services are available on-line	○	○	○	
On-campus tutorial/learning support re-sources, services and procedures for accessing them are described	○	○	○	
An institutional process for resolving student complaints is available on-line or via toll-free phone with evening and week-end hours	○	○	○	

Course:_____

SECTION	LISTED IN COURSE			NOTES/COMMENTS
	Yes	No	N/A	
Help Desk				
Students are informed of the hours and services of the Help Desk and how to contact	○	○	○	
Student Help Desk for Learning Support Software is provided on each page of the course (e-mail and toll-free phone number - in footer of each page)	○	○	○	

Course:_____

SECTION	LISTED IN COURSE			NOTES/COMMENTS
	Yes	No	N/A	
Learning Resource Links				
Links and/or instructions on how to acquire any specialized software are presented both in the syllabus and are embedded in the assignments/activities where they are required	○	○	○	
Links to the KYVL are provided where needed (within assignments, readings, etc.)	○	○	○	
Links to library services are provided	○	○	○	
All required or supplemental readings are available electronically and/or via course packs	○	○	○	

Course:_____

SECTION   LISTED IN COURSE   NOTES/COMMENTS

                    Yes   No   N/A

Textbook

Section	Yes	No	N/A	Notes/Comments
Textbooks information are shown (including title, author, publisher, date and ISBN)	○	○	○	
Electronic bookstore link is provided (ecampus.com)	○	○	○	
Information on books submitted to Institution Distance Learning office and to KYVU bookstore - ecampus.com	○	○	○	

Course:_____

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	Yes	No	N/A	

Course Design

	Yes	No	N/A	
Copyright issues related to this course have been addressed	○	○	○	
Instruction and media are designed to provide for multiple learning styles	○	○	○	
Learning outcomes for the course are written and are matched to instructional and learning activities	○	○	○	
The sequence of events and assignments are appropriate for Internet learning and provides for in-depth exploration of content material	○	○	○	
The amount and use of text is appropriate for the course	○	○	○	
Multimedia use is suitable to the topic and to the constraints of delivery	○	○	○	
Course content is provided in segments that are technologically deliverable via limited bandwidth	○	○	○	
Video/audio segments are edited to reduce long downloads and/or streaming	○	○	○	
Color use is appropriate and easy on the eyes	○	○	○	
All links to contents are checked and working prior to start of course	○	○	○	
Graphics are appropriate and well utilized	○	○	○	

Course:_____

SECTION	LISTED IN COURSE			NOTES/COMMENTS
	Yes	No	N/A	
Interactivity and Discussion Groups				
Instructor provides regular updates to students on course changes	○	○	○	
Discussion groups/forums are used	○	○	○	
Forums are Instructor led	○	○	○	
Forums are student-led/instructor monitored	○	○	○	
Faculty and student interactive opportunities are frequent and easy to initiate	○	○	○	
Private opportunities to interact between faculty and students are available	○	○	○	
Ground rules and procedures for forum communication are established and communicated	○	○	○	
Appropriate forum behavior is addressed and guidelines are established and described	○	○	○	

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	Yes	No	N/A	

Synchronous Sessions

Live chat sessions are conveniently scheduled to accommodate working students - alternative times/dates are available outside of work hours	○	○	○	
Required on-campus and/or synchronous sessions (lab sessions) have been carefully considered and no alternatives have currently been identified	○	○	○	

Note: On-campus orientations are discouraged for KYVU courses

Course:_____

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	Yes	No	N/A	

Satellite & Instructional Television Sessions

If satellite or ITV is planned, a process that informs students how to identify and attend the course at a satellite and/or ITV site is described in the on-line instructions

	Yes ○	No ○	N/A ○	

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	Yes	No	N/A	
Technical Requirements				
Primary instructional components are in one of the KYVU Learning Support Systems (LSS) (Eduprise, Blackboard, Topclass)	◯	◯	◯	
All course material is located on KYVU server	◯	◯	◯	
24/7 technical support is provided for all primary course material, whether on KYVU or alternate server	◯	◯	◯	
Records of all communication (e-mails) with students are kept by the institution for at least one semester after the class has been completed	◯	◯	◯	